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UNITED STATES DEPARTMENT OF AGRICULTURE

Director of Information

Washington

October 24, 1945

OFFICE OF INFORMATION MEMORANDUM NO. 78

Identification of Processed Materials

In response to my memo of September 21, 1945, asking all Information Heads to indicate their preference as to a means of identifying duplicated materials, an overwhelming majority favor the designation of originating agency and date. Accordingly, effective November 1, 1945, all requisitions for duplicated material will be checked for such identification in the Distribution Control Office.

Any deviation from this procedure will require an adequate justification. Those bureaus or agencies who use a stencil number or other symbol of convenience in filing and future reference may, of course, continue to do so.

Keith Himebaugh

Keith Himebaugh
Director of Information



